

## Scrap Metal Processor/Recycler/Supplier Name or Address Change

Use this form to report a change in name/address.

- **Before submitting a change of address**, you must arrange for the approving authority\* to review and approve your change of address, and sign this form. The approving authority may require an on site inspection before signing.
- **When there is a change of name, or when the new address is in another town/city**, scrap metal processors/recyclers must attach a bond endorsement reflecting the new name/address. This is not required for suppliers.
- **When completed**, mail this form and all required documentation to: **Business Licensing Service, Department of Revenue, PO Box 9034, Olympia, WA 98507-9034** or fax to **(360) 586-6703**.

\*The approving authority for businesses located inside an incorporated city/town is the local chief executive officer or the chief of police or their designee. The approving authority for businesses located in an unincorporated area is the county legislative authority, county sheriff, or their designee. Go to [dol.wa.gov/business/scrapmetal](http://dol.wa.gov/business/scrapmetal) for a list of approving authorities by location.

### Applicant

|  |                                     |  |
|--|-------------------------------------|--|
| Notification of<br><input type="checkbox"/> Change of name <input type="checkbox"/> Change of address  |                                     | Unified Business Identifier (UBI) number |
| Scrap metal processor license number   | Scrap metal recycler license number | Scrap metal supplier license number      |
| (Area code) Business telephone number  |                                     | (Area code) Business fax number          |
| Old business name  |                                     |  |
| Old business street address, City, State, ZIP code, County   |                                     |  |
| New business name  |                                     |  |
| New business street address, City, State, ZIP code, County   |                                     |  |
| New business mailing address, City, State, ZIP code  |                                     |  |
| <div style="display: flex; justify-content: space-between; align-items: center;"> <div style="text-align: center;"> <b>X</b><br/>           _____<br/>           Signature of applicant         </div> <div style="text-align: center;">           _____<br/>           Date         </div> </div> |                                     |  |

### Local authority (signature required for change of address only)

|   |   |
|---|---|
| <i>I certify that this scrap metal business licensee maintains a business operation located at the address listed above and that there are no known environmental, building code, zoning, or other land use regulation violations at that location.</i> |   |
| _____<br><b>TYPE or PRINT</b> Name  |   |
| _____<br>Title  | _____<br>(Area code) Telephone number   |
| _____<br>Date and place   | <div style="text-align: center;"> <b>X</b><br/>           _____<br/>           Signature         </div> |